



CITY OF FRISCO PURCHASING DIVISION

July 15, 2010

Addendum #1

Bid # 1007-052

Request for Proposal for Heritage Center Facility Event Coordinator Services for the City of Frisco, Texas 75034

Questions & Answers:

1. What is the term length of this contract? – This will be an annual contract (1 year) with four (4) – one year optional renewals.
2. What rental rates has the city determined for the Crozier-Covington-Sickles house and the Smith-Muse house? - Smith-Muse will be the same as the Depot.
3. Could the Heritage Museum be rented for a party/reception after museum hours? – Yes. If so, would alcohol be permitted in the Heritage Museum? – Yes.
4. We read that candles are not allowed in the church without approval. What about a Unity Candle? – A Unity Candle is okay with a runner beneath to protect the table.
5. Since staples, nails, tape, tacks, etc. are not allowed to be used to hang decorations in the Depot, what options are there for hanging banners (i.e. Happy Birthday)? – Tape – no holes are allowed in the walls.
6. Is there money in the budget for advertising and printing? – There is no set budget, requests will be reviewed.
7. With the 501(c) 3 status, an entity would get the non-profit rate. Since the Police Dept. or similar organization falls into this category, would an individual from such an organization wanting to rent the Chapel or Depot fall into the nonprofit category? – No, it has to be the organization.
8. Does the City of Frisco carry premises liability in case of personal injury or property damage of others (i.e. sound system is broken/stolen, someone trips and falls)? – It is covered if the trip or fall occurs due to problem within the city facility.
9. Who would be liable if someone left the property drunk and had an accident? – The catering company is responsible if they provide alcohol. If the event is not catered the people responsible for the activity are liable.

This addendum does not change the Bid Receipt Deadline of July 27, 2010 at 2:00 PM Central Standard Time.

10. What materials should be included in order to satisfy the need for “adequate financial resources”? Copies of financials or other? – **Financial statements from the vendors accounting firm. This statement is standard in the City’s Terms and Conditions and does not always apply to every bid. This information is not required with the submittal for this bid. However, the City reserves the right to request this information during the interview process and/or prior to award.**
11. Record of performance – What method would be preferable to demonstrate our satisfactory record of performance? Do references or relevant experience qualify for the request? – **Yes. See Required Proposal Content on Page 29. Element three - Detailed information on qualifications and past experience of the Event Coordinator and Element five - Names, addresses and contact information for at least 3 references, in particular references within the industry where similar services have been executed.**
12. Record of integrity and ethics – What method would be preferable to demonstrate integrity and ethics? Do references satisfy this request? – **Yes.**
13. Contractor Responsibilities and Service Levels Provided - “Market Materials – Is the cost of production of materials (printing, layout) absorbed by the contractor? – **Yes, however, some could be supported by the City and will be considered on a case by case basis.**
14. Staging of prospective event – Do the facilities own tables and chairs to be used in the Church and Depot? – **Yes. They are stored in the Depot.**
15. Setup tables/chairs – Please clarify the scope (or amount) of setup staff provided by the City of Frisco Facilities Department – **None.**
16. Schedule Cleaning – Please clarify the scope (or amount) of maintenance provided by the City of Frisco Facilities Department – **Weekly cleaning by the city Facilities staff.**
17. Light cleaning and maintenance – What is the cleaning fee charged to clients for the Depot and/or Smith-Muse House? - **\$100.00.**
18. Events in Depot – split fees – Heritage Center Rental Price List – Please clarify the 80/20 split for the Depot between the City and the Contractor. – **The split is defined on Page 27 of 30.**
19. Required Proposal Content – Fees broken down by scope of facility – Please clarify? Are these the % of “split fees for facility usage or additional fees in question? – **Facility Usage**
20. If available, please provide a summary of the number of events held in each facility in 2009. – **This information will be made available during the interview process and discussions after the opening of the bid.**
21. If available, please provide total sales revenue for the events held in each facility in 2009. – **The total sales for all facilities for 2009 is \$50,600.**

Vendors who may have already submitted a bid and feel this addendum may change their bid price, may pick up their bid, and return it by the closing date. If picking up the bid is not feasible, any new bid submitted by your firm will supersede one previously submitted.

Acknowledge receipt of this addendum by initialing in the appropriate space on the bid document.

Sincerely,

Jean Stelatella, CPIM, CPPB
Buyer
City of Frisco